

8 December 1981

NOTE FOR: EXO/DDA

FROM: C/AS/DDS&T

SUBJ: Travel Reduction Plan

John,

I have discussed various options with Carol in order to avoid duplication. The following options may prove useful in reducing the cost of travel.

1. In high rate areas establish a lower optional per diem rate. The majority of travelers would prefer the simplicity of per diem, which would also speed up the accounting process.
2. Extend the use of GTR's to non-city-pair carriers. These carriers also provide lower fares if the traveler uses a GTR. Since these carriers generally leave from more central locations, this will make GTR use more convenient for travelers, thus encourages more travelers to use GTR's.

I hesitate suggesting greater use of Agency aircraft because it could prove more costly in the long run. Obviously, any ceiling placed on travel will result in savings.



STAT